



JOB DESCRIPTION

JOB TITLE: Building and Fleet Services Supervisor

JOB CODE: 3480

DEPARTMENT: Public Works

FLSA STATUS: Exempt

REPORTS TO: Director of Public Works

SUMMARY OF JOB PURPOSE

Under general supervision, oversees and directs the operations, maintenance, and repair of County-owned buildings, vehicles, equipment, and related appurtenances.

ESSENTIAL FUNCTIONS

1. Coordinates, coaches, and facilitates the assignment of work, and monitors and evaluates the performance of building maintenance and fleet services personnel; evaluates and analyzes division issues, and recommends and implements solutions; participates in the interview and hiring process, and training of employees; develops staff skills; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
2. Supervises the maintenance and issuance of tools, equipment, supplies and materials required for operations, maintenance, and repair of County-owned buildings, vehicles, equipment, and related appurtenances.
3. Assists the Director of Public Works in developing, justifying, and administering the budget for the Building and Fleet Services Division; assists with the purchasing and accounting of property and equipment for the Building and Fleet Services Division.
4. Conducts periodic surveys of County-owned buildings, vehicles, equipment, and related appurtenances to evaluate and identify maintenance repair needs and timing; develops schedules, establishes priorities, reviews and adjusts schedules to meet work load demands and emergency conditions; makes work assignments to maintenance personnel in accordance with established priorities and schedules.
5. Assists in the identification and development of the County's Annual Five-Year Capital Improvement Plan, as related to Building and Fleet Services facilities.
6. Responds in verbal and written formats, as necessary, to citizen complaints and inquiries; prepares studies, reports, and related correspondence regarding building and fleet services activities, and related functions.
7. Advises the Director of Public Works on matters concerning building and fleet services activities, and furnishes technical advice on facility and equipment needs, and related problems.
8. Promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate; works with staff from other divisions and department to coordinate work activities and to provide assistance, as needed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent plus a minimum of five (5) years experience in operations, maintenance and repair of buildings, vehicles, equipment and related appurtenances, or related work, and at least one (1) year supervisory experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and local, State, and Federal codes and regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane, geometry, and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw conclusions; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the methods, procedures, tools, and equipment used in the operations, maintenance and repair of buildings, vehicles, equipment and related appurtenances; working knowledge and application of adopted building, electrical, and plumbing codes; principals of supervision, training, and performance evaluation; principals of business letter writing and report preparation; pertinent Federal, State, and local codes, laws, and regulations. Intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 35 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

The noise level in this work environment is usually loud. While performing the duties of this job, the employee is frequently exposed to outside weather conditions; occasionally exposed to moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, and vibration.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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